



Student Services Council  
Tuesday, November 28, 2006  
Meeting Notes

**Present:**

Eileen Bergeson, Pat Boerner, Margit Brumbaugh, Ernie Cadman, Twylla Corrie, Buzz Gorman, Marisa Greear, Joe Hobson, Jason Hosene, Jennifer Knapp, John Krause, Lynn Lawrence, Marleen Musso, Faye Olason, Barbara Schoeffler, Jenny Smith, Mary Stone, Sandie St. Onge, and Mary Harding, Chair

**Not Present:** Roxana Ahmadifard, Diane Armstead, Carol Carlson, Kathy Carty, DeJannel Davis, Tiahna Davis, Scott Dennis, Terrence Green, Wendy Hall, George Henderson, Betty Johnson, Dan Johnson, Nadine Lemmons, Bunpa Lim, Ronda Manick, Wes McGee, Therese Montoya, Sallie Parson, Karla Rivers, Jim Roffler, Kirc Roland, Betty Sjoblom, Darcy Smith, Bill Stahley, Kathy Wheeler, and ASLCC representative

- **Academic Competitiveness Grant** - Buzz & Lynn reported on this new grant that was approved summer quarter. 2005 and 2006 high school graduates who took a rigorous schedule of classes (as defined by the Department of Education and determined by Lynn), who are full time LCC students, Pell eligible and US Citizens are eligible to apply. Encourage eligible students to contact Lynn. Although the \$750 award, which is given out in three payments of \$250 will not reduce Pell, State Need Grant or supplemental awards, it may reduce Work Study allotments. Of the forty students identified as eligible fall quarter, only two completed the application process successfully.
- **Get signatures for overtime, LWOP, travel** – Mary once again reminded us that by-passing her while trying to move paperwork ahead for overtime pay, leave without pay and travel reimbursement will only stall the payment process and cause extra steps (literally) for the payroll department. Two signatures are required on all such paperwork and her signature is one that is always required for our division staff members. To expedite the payment process, always assure that Mary has approved such paperwork *before* it is sent to the Business Office. It will come back for her signature before payment is processed.
- **Azorus** – Mary reported that she and Bill Stahley have been working with Azorus and an advisory task force to get this customer relationship management system ready for our targeted January 1 launch. The system will act as a student recruiting system, but will look like a student portal on our website under “myLCC”. Interest-related messages will be sent to students about particular events related to their stated interests, rather than general blanket messages being sent to everyone. We will provide event information to Azorus and they will do the actual message writing. If you have ideas or suggestions, please contact Mary or Bill.

- **Tuition Refunds** – Lynn Lawrence is the person to send students to if they are requesting information on tuition refunds. She has developed a form they may use to request a refund, which clearly states the refund deadlines and documentation required. The form will be available starting winter quarter.
- **Holiday Party** – Sandie St. Onge reminded everyone that the fall quarter all-staff Potluck/Raffle party will be on campus this year on Friday, December 8 from 3-5 in the Main Building. The theme is “*A Southwest Celebration!*” Proceeds will once again be used to help identified students who need a little help over the holidays. Gift cards from Fred Meyer will be provided to those students and may be used for food, clothing or other needed items, but not for tobacco or alcohol. Mary Harding is accepting the names and situations of students suggested to receive the gift cards. They will remain anonymous. Bring a potluck item to the party and consider making up a raffle basket (with your department or individually). Raffle tickets are being sold for \$1 each by Mary Ellen Pietz, Nadine Lemmons, Susan Parvey, Sharry Hilton, Kathy Blood, Marcy Gilchrist, Joyce Painter, Joyce Niemi, Sandie St. Onge, Sandi Brockway, Fran Nelson, Linda Peck and Janis Wright through noon on December 8. Tickets will also be available for purchase during the party. Baskets will be on display in the Office of Instruction next week. Join the fun and celebration, while helping out some of our students at the same time!
- **Snow Closure** – Messages will be posted on our website and will be provided to local media regarding any inclement weather closures. As we seldom close, remember that no message means we are open. If you are unsure as to the inclement weather policies that affect you or your staff, contact Nolan Wheeler in the Human Resources Office. Staff expressed concern that hundreds of students called regarding our open-closed status.
- **Thanks, Title III** – Title III funds provided equipment that is being used in ADC 143 daily and also in the Career Center. Title III is also providing funding for a student to assist with document imaging in the Registration Office. If you are aware of technical equipment needs that would support your service to students, contact the Title III Office.
- **Committee Reports** - internal webpage - <http://lcc.ctc.edu/info/minutes>
  - **Academic Standards Committee** – Mary Harding reported that this committee met during fall quarter and Don Correll, who was re-elected chair, provided an orientation to new faculty. This committee has already heard a student academic grievance during fall quarter.
  - **Assessment Committee** – Lynn Lawrence reported that this committee is scheduled to meet December 7.
  - **Curriculum Committee** – Mary Harding reported that two international student classes that will be effective winter quarter are on the agenda for the next meeting of this committee. One class will be mandatory for all new international students and will provide them with an orientation to college. Once class will be elective and will provide an orientation to the community.

- Diversity Committee – This committee has not met since the last Student Services Council meeting.
- Financial Aid Committee – Marisa Greear reported that this committee will be meeting next Thursday to hear student requests for financial aid reinstatement.
- Instructional Council – Mary Harding reported that this committee approved a slight revision to the class schedule format, which will allow for one more daily class while still maintaining the class free hour. This provides for a more efficient use of class space and student scheduling time.
- Student Services ad hoc Social Committee – Twylla Corrie announced that we will be having a Cookie Tasting party and an Ugly Christmas Sweater contest on Thursday, December 14, from 3:00 to 5:00 in ADC 143. Bring two to three dozen plated cookies and the recipe, and then enjoy sampling at your leisure. Ugly Sweater contestants must model their sweaters for Jason Hosenev to be considered for the contest.

➤ **Around the Table**

- **Eileen Bergeson** – Our internal web pages are still being developed. Title III is busy preparing their annual report. If you get a chance, go see Dylan's documentary today at 11:30.
- **Pat Boerner** – Our Jack Kent Cooke scholarship recipient from last year is pictured in *The Chronicle* and has offered to act as a consultant for applicants for this prestigious scholarship.
- **Margit Brumbaugh** – Running Start advising is almost done and priority on-line advising/registration will begin next week. Breast Cancer Awareness month hit home last month for Margit. Her reports have been very positive and she will begin aggressive treatment soon. Thanks for your continued support. Margit says to watch for her extreme make-over and new hairdo in the coming weeks. Her boys have recommended she try a nice shade of purple!
- **Ernie Cadman** – Beginning winter quarter, Ernie will be reducing his hours when he drops his current WorkFirst duties and continues with only his Title III Developmental Education duties. Because of this change, his current office space will be occupied by a staff member continuing the WorkFirst duties and Ernie will be relocated somewhere else within our building.
- **Mary Harding** – Mary asked all managers to advise her as soon as possible as to which departments will be closed during the December 26 campus closure and which departments will have staff reporting for work. Our building will remain closed and no services will be provided to the public on that day.

- **Joe Hobson** – The Worker Retraining sessions have been successful. Tech Prep advising in local high schools will begin again winter quarter.
- **Jennifer Knapp** – Tech Prep visit planning is underway.
- **John Krause** – The Cowlitz/Wahkiakum Career Development Council Task Force for vocational programs is busy working on a matrix of all high school vocational programs, mapping their articulation to college programs. Chris Fritsch at Mark Morris has volunteered to participate and would very much like their wood and plastic shops to be moved to the next level of vocational program articulation. Geary Greenleaf, Chere Weiss and Therese Montoya will be assisting John to strengthen the vocation program link and on-site testing at Woodland high school.
- **Lynn Lawrence** – Friday is the last class day for fall quarter. Open registration for winter quarter begins next Monday. She and Buzz will be available beginning at 7:30 a.m. to assist students. Grades are due from faculty by 2:00 p.m. on December 11.
- **Faye Olason** – As we move into the third year of our Title III grant, technology requests are coming in strong. Faye hopes to see computers and projectors in all classrooms by the end of this grant year.
- **Barbara Schoeffler** – An ICP 109 Pharmacy Tech class has been unintentionally publicized and the results were overwhelming. There is a limit of four students per quarter. An ICP information session is scheduled for mid-December.
- **Mary Stone** – Mary is looking forward to “Dependable Strengths” training for staff members in January. Beginning spring quarter, this will be offered to students as part of her HDEV 101 class.
- **Sandie St. Onge** – Remember to get a raffle basket together for the December 8 party and start planning your potluck item. Managers were reminded to get their December Operations Council and Board Reports into her by this Thursday, November 30.

The next Student Services Council meeting is scheduled for Thursday, December 28.